

**APPENDIX E. SAMPLE MEMORANDUM OF  
MAINTENANCE SUSTAINMENT SUPPORT COORDINATION**

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The following is a sample coordination memorandum that the USAMMA Medical Maintenance Operations Divisions utilize to notify and coordinate medical maintenance support with ARNG State Surface Maintenance Managers.

MCMR-MMM-DU

10 March 2006

Memorandum for Director of Logistics, Indiana National Guard, ATTN: MDI-LG, (POC Name), 2002 South Holt Rd, Indianapolis, IN 46251

SUBJECT: Army Medical Department (AMEDD) Sustainment Maintenance Program

1. The objective of the AMEDD Sustainment Maintenance Program is to perform maintenance services on all medical equipment belonging to National Guard Bureau TOE organizations. The US Army Medical Materiel Agency (USAMMA) Medical Maintenance Operations Division (MMOD), **Hill Air Force Base, UT** is programmed to perform medical equipment sustainment maintenance for National Guard units in the state of **Indiana** during the month of **August, 2004**. During our visit, we will also make every effort to assist your state's TDA organizations (i.e. Physical Exam centers) with their equipment concerns as well, time and resources permitting.

2. This is a recently implemented program to increase the readiness status of medical equipment throughout the Department of the Army and is intended to reduce the many medical maintenance shortcomings and inconsistencies throughout the Army (Active, Reserve, and National Guard). This program is centrally funded and is managed by the US Army Medical Materiel Agency. Enclosure 1 further explains the intent of the program and how we intend to support your TOE organizations.

3. To facilitate the Sustainment Maintenance Program, the United States, territories, trusts, and provinces have been organized into three regions which are aligned with USAMMA's three MMODs. **Indiana** is located in the region supported by MMOD, **Hill Air Force Base**. The point of contact at **Hill AFB** is (POC Name) @ 801-586-4948 or (MMOD Chief Name) @ 801-586-4947.

a. Enclosure 2 contains a spreadsheet that lists **Indiana's** NGB TOE organizations and medical equipment items associated with each has been attached. This list of organizations and their property book assets was derived from the LOGSA LIDB. Based on the LINs authorized and on-hand quantities for each unit by MTOE, the medical equipment requiring periodic

maintenance/service associated with each set is also included. Please verify the accuracy of these lists including Units / POC's / Addresses / Phone and E-Mail and update accordingly.

b. To expedite this medical maintenance and assistance mission and to save on TDY time and expenses, it is requested that the states medical equipment identified for maintenance services be consolidated at centralized locations to the maximum extent possible. These areas will need to provide sufficient lighting, 120/240 volts electrical power, and adequate space for our technicians to service your equipment.

c. If at all possible, the State's and/or organization's assigned medical equipment repairers (MOS 91A) should be available to assist with the medical maintenance mission and to receive valuable MOS skills sustainment training. We will be happy to schedule these trips over a weekend or, when practical, in conjunction with your Annual Training (AT) to facilitate having your personnel available.

4. We certainly look forward to working with you in the coordination and scheduling of medical maintenance services throughout your NGB MTOE units. The National Guard Bureau Chief, Logistics Maintenance Branch, **(Rank Name)** @ 703-607-7445 and Health SVCS Materiel Officer/Executive Officer, **(Rank Name)** @ 703-607-7146 are supportive of this effort to assist the NG TOE organizations to ensure their medical equipment is fully mission capable (FMC).

5. The point of contact for additional information is **(POC Name) @ 801-586-4948** or the undersigned @ **801-586-4947**.

**SIGNATURE BLOCK**  
**(MMOD Chief)**